



DEPARTMENT OF PARKS AND RECREATION
Crystal Cove State Park
8471 North Coast Highway
Laguna Beach, CA 92651

Ruth G. Coleman, *Director*

July 30, 2011

Dear Special Event Applicant,

Thank you for your interest in the special event program at Crystal Cove State Park. The park offers a variety of unique event venues which are available on a first come first served basis. The following information is provided to assist you with planning for your event or activity.

General Information – “Special Events” include all activities beyond the normal scope of park visitor use such as reservation of areas or facilities, conducting business (both for-profit and non-profit) on park property, activity which could impact public access or enjoyment, and requests for exemption from general park rules and regulations. Permit applications may be submitted up to one year in advance of the event date. A State Park special event permit and insurance certification is required for all special events including photography. Additional terms and conditions may apply.

APPLICANT INSTRUCTIONS

1. Review all information contained in this packet.
2. To save a date and location complete the attached Special Event Application Worksheet and submit with \$25 application fee and 50% deposit (certain fees are non-refundable).
3. For information regarding catering and event services in the Crystal Cove State Park Historic District please visit www.thebeachcombercafe.com or phone (949) 644-8759.
4. Submit the required Certificate of Insurance and copies of vendor contracts to the park office by e-mail, post, or in person, along with all required fees.
5. Reservations are not confirmed until all documents (including insurance and outside vendor contracts), are submitted and final fees are paid in full.
6. Permit applications will not be considered with less than 14 business days from date of event (additional terms may apply).
7. Upon completion of the steps described above, State Parks will forward a State Park Special Event Permit for your review, signature and return.

Again, thank you for your interest in Crystal Cove State Park. For more information please visit www.crystalcovestatepark.com or phone our special event permit coordinator at (949) 376-1959. FAX and E-mail requests are not accepted.

GENERAL GUIDELINES

- Special Event Permit Application Fee: \$25 and 50% site deposit fees are NON-REFUNDABLE. Other fees may be non-refundable unless cancellation guidelines are followed. Payment may be made by cash, money order, cashier's check, or personal check.
- State Park staff may be required to monitor your event (see pg. 7).
- Special Event activities are prohibited between 10pm – 6am daily; on Memorial Day, July 4th and Labor Day weekends annually; or on state park beach areas between Memorial Day and Labor Day weekends. Historic District events may only be permitted between the hours of 8am to 9pm including set-up and break-down.
- Applicant agrees to provide a *detailed site plan* indicating event location and layout no later than two weeks prior to the event. Site plan must include location of tables, chairs, arches, tents, AV equipment, food/beverage stations, power supply, staging areas, vehicle and pedestrian routes, and a complete delivery schedule. Signs or direction markers are not permitted to be placed in the park unless authorized by the permit.
- Set-up, decor and activity plans must be fully disclosed, pre-approved and included in the Special Event Permit. All décor must be temporary in nature and completely removed at the conclusion of an event. Décor items such as flower petals, balloons, rice, confetti, sparklers and eggs are not permitted. Ground staking or permanent fasteners such as staples nails, screws, etc. are strictly prohibited. Inflatable's or bounce houses are not permitted.
- Amplified sound, including microphones, bullhorns and live bands are prohibited. Acoustic music, limited duration public address systems and background ceremonial type music may be considered at the Cultural Center (Cottage #34), site on a case-by-case basis. State Parks reserves the right to terminate sound which is determined to be excessive or detracting from the experience of other park visitors.
- A copy of all contracts/agreements with outside vendors (includes catering, bartending, set-up, entertainment, wedding and event photography, etc.) must be provided at least two weeks prior to the event. An 18% fee of each contract/agreement will be charged in addition to other applicable fees. Failure to disclose accurate contracts/agreements or remit fees within two weeks prior to the event will result in immediate cancellation of the permit, forfeiture of all non-refundable fees, and loss of reservation date. All outside vendor deliveries or set-ups must be coordinated with the Beachcomber Café Catering Manager or Event Monitor- where applicable.

GENERAL GUIDELINES

- All permit applications must include the name of the applicant, organization, or business. If the permit is coordinated by an event planner or catering service, the permit application and a copy of the contract must be provided at least thirty days prior to the event or the reservation date will be cancelled and all fees forfeited. If applicant claims services are being provided at a reduced or zero value, the State may assess a fair market value to the permit fees.
- The sale of food, beverages, and merchandise is prohibited unless specifically authorized by the permit terms and conditions.
- In general, no vehicles are permitted off-road, on beaches, paved paths, or picnic areas except by permit and under the supervision of the assigned park monitor.
- Park rules and regulations and other applicable laws are strictly enforced. Additional permits from other governmental agencies, such as city, county, CHP, CalTrans, and the California Coastal Commission, may be required for certain events and are the sole responsibility of the applicant.

INSURANCE CERTIFICATE REQUIREMENTS

Special event activities require a Certificate of Insurance following these guidelines:

For events having greater potential hazard or liability to the State than is incurred through typical daily park activities, permittee will be required to provide the State Park with a certificate of Insurance with required endorsements as proof of liability insurance coverage. The policy will cover the period of the permit and will be in an amount no less than the following as determined by the District Superintendent:

Combined single limit (CSL) \$1,000,000 per occurrence.

Insurance policies shall be underwritten to the satisfaction of the State and shall contain the following special endorsement:

*State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned;
The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State.*

This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the entire term of the permit.

State Parks does not recommend insurance providers. General information concerning insurance providers may be obtained by visiting www.insurance.ca.gov.

SITE DESCRIPTIONS AND USE FEES

Crystal Cove Historic District: The Historic District consists of 46 rustic seaside cottages built between 1920 and 1940 which are listed on the National Register of Historic Places. The Historic District concessionaire operates public overnight lodging and food service year-round. The following sites within the Historic District are available for special events:

Beach Promenade

\$1,500 for full day (8am–9pm), 200 people maximum occupancy. Accessible beachfront promenade, approximately 110' long x 20' wide (2,200sf), situated a stone's throw from crashing surf, warm sand, and occasional frolicking dolphins. If sunsets and salt air fill your sails, this is the place! No more than one event per weekday and one event per weekend.

Cultural Center Cottage and Outdoor Deck (Cottage #34)

\$2,250 for full day (8am-9pm), 85-100 people maximum occupancy. Spectacular bluff top ocean view cottage with accessible restroom and an approximately 65' long x 25' wide (1,625sf) redwood deck. The perfect hideaway for romantic sunset views to Catalina and beyond. No more than two events per weekday and one event per weekend.



Outdoor Education Commons (near Los Trancos Creek)

\$1450 for full day (8am-9pm) 100 people maximum occupancy. Outdoor park-like setting, located adjacent to the creek all in the heart of the Historic District complete with ocean views, shade and an accessible restroom with small dressing room. No more than one event per weekday and one event per weekend.

Crystal Cove Beach: A spectacular sandy beach connects the Historic District to the Pacific Ocean. With clean sand, tide pools, crashing surf, and golden sunsets, this site provides the perfect venue for the California beach party. The Crystal Cove Beach sites are South Beach, near Cottage #13 or North Beach, north of the Beach Promenade and are offered as follows:

- Small Beach Sites (10 people max) - \$250 per day
- Medium Beach Sites (100 people max, depending on tides) - \$500 per day
- **Please Note: Beach sites are not available during peak summer season, Memorial Day weekend through Labor Day weekend.**
- **Special Events sites are not available on holiday weekends.**
- **Select Historic District event site fees are reduced by 50% during off-season period, October through March. Discount does not include Sandy Beach sites.**

SITE DESCRIPTIONS AND USE FEES

Pelican Point Group Picnic Area: The Pelican Point Group Picnic site is adjacent to the P4 Bluff Parking Lot and offers spectacular bluff terrace, ocean, and sunset views. The site is fully accessible and has 60 parking spaces, six covered picnic tables, a large courtyard, restroom and outdoor shower facility, an outdoor lecture area with wooden benches.

Memorial Day through Labor Day

- Full Day with Parking - \$3,000
- Full Day without Parking - \$2,000
- Half-Day without Parking - \$1,500 (6am –1pm or 3pm – 10pm)

Labor Day through Memorial Day

- Full Day with Parking - \$1,500
- Full Day without Parking - \$1,000
- Half-Day without Parking - \$500 (6am –1pm or 3pm – 10pm)

Coastal Bluff Overlooks: There are nine Coastal Bluff Overlooks sites located throughout the park. All have beautiful ocean views, benches, accessible pathways, and defined boundaries. Each site is accessed via a parking lot, each of which has a public restroom and outdoor shower facility. No utilities are available at any of the overlook sites. The sites are classified by size as follows:

Larger Bluff Overlook Sites - \$250 per hour (maximum occupancy 30 people)

- Reef Point (North Reef lot)
- Pelican Point #2 (Boardwalk)
- Little Treasure Cove
- Moro Cove (South Reef lot)
-

Smaller Bluff Overlook Sites \$125 per hour (maximum occupancy 10 people)

- Reef Point Stairs
- Pelican Point #1
- Pelican Point #3, Upper
- Pelican Point #3, Lower
- Pelican Point #4

Sandy Beach: There are spectacular sandy beaches adjacent to all parking lots which provide a perfect California coast outdoor setting. The beaches lie at the foot of scenic coastal bluffs and are accessible by way of paved paths or stairs. Access may be challenging to some due to the steep nature of the coastal bluffs. Beach sites are available as follows:

Please Note: Beach sites are not available peak summer season, Memorial Day weekend through Labor Day weekend.

- Small Beach Sites (10 people max) - \$250 per day
- Medium Beach Sites (100 people max) - \$500 per day
- Large Beach Sites (250 people max) - \$1,000 per day

SPECIAL EVENT PROGRAM INFORMATION

RESERVATION & NON-REFUNDABLE FEE INFORMATION

Special event reservations are not **confirmed** until payment is received for all applicable fees including: Non-refundable processing application fee of \$25, and non-refundable deposit fee equal to one half (50%) of the total special event site fee. Special event reservations are not **guaranteed** until required permit application paperwork and full payment of remaining fees are received. In the event that full payment and required application paperwork is not received at least two weeks prior to the event, **the reservation will be cancelled and the application and deposit fee will be forfeited.** Deposits may be applied to the payment of any required fees. Application fees and paperwork may be delivered in person or mailed to the park office.

HISTORIC DISTRICT CATERING AGREEMENT NOTICE

The Beachcomber Café is the *exclusive* provider of catering services, including food, beverage, alcohol, and equipment rentals, for all special events permitted by State Parks within the Historic District. Unless waived in writing by the concessionaire, no other catering service providers will be permitted in the Historic District.

YOUTH CAMPS – LIMITED USE PROGRAM

Crystal Cove State Park encourages outdoor recreation for California's youth by offering designated park venues which are available for periodic, low impact activities and events. Due to the park's sensitivity to natural resource protection and limited carrying capacity, special event permits will be limited by frequency of use, number of participants, type of activity, park location, hours of use, and day of week.

HEALTH AND FITNESS PROGRAMS

Promoting physical fitness and health is a key initiative for California State Parks. Accordingly, the park may permit appropriate organized outdoor activities, such as exercise classes and personal fitness training, which offer the public opportunities for organized recreation. Due to the park's sensitivity to natural resource protection and limited carrying capacity, special event permits will be limited by frequency of use, number of participants, type of activity, park location, hours of use, and day of week.

PARK USE PARKING FEES

Special Event Permits do not guarantee parking space availability unless specified by the permit terms and conditions. Pre-paid day use fees associated with an approved special event permit is *optional*, as a courtesy to guests but, does not guarantee parking availability. All vehicles shall be lawfully parked. No fire lane exemption. Do not obstruct emergency vehicle access to any area. Carpooling and off site shuttle service is highly suggested during peak season. Parking is on a first-come, first-served basis, and applicable day use parking fees are collected as follows:

Regular Day Use Fee - \$15.00 per vehicle
10-24 Passenger Bus - \$50.00 per bus
25+ Passenger Bus - \$100.00 per bus

SPECIAL EVENT PROGRAM INFORMATION

ALCOHOL WAIVER PERMIT

Possession of alcohol is prohibited throughout the park except as authorized by Special Event Permit and Alcohol Waiver Permit. The non-refundable and non-transferable Alcohol Waiver Fee is \$100 for groups of 10 persons or less, \$250 for groups of 11-50 persons, \$500 for groups of 51-100 persons, \$1,000 for groups of more than 101 persons. Alcohol Waiver Applications are available at the park office. Proof of insurance certificate is required for all Alcohol Waiver Permits. This fee does not apply to permitted events catered by the Crystal Cove Historic District concession operator.

MONITORING FEE

Special Event Permit activities require a State Park monitor to ensure public safety and protection of park resources. Monitor(s) will be assigned from the beginning of set-up through the completion of break-down of the event. **Monitoring Fees are \$79 per hour with a four-hour minimum plus one hour for pre and post event preparation.**

OUTSIDE VENDOR, BUSINESS SERVICE PROVIDER – REGULATIONS

The Public Resources Code requires any entity conducting business on State Park property to pay a reasonable fee for that business opportunity. As a result, if an event or activity involves the use of outside vendors or sub-contractors (such as catering, bartending, entertainment, equipment rentals, event set-up, etc.), a copy of all contracts and agreements must be provided by the applicant to the special event permit coordinator no later than two weeks prior to the event. A vendor fee of 18% of the gross total, excluding sales tax, of each contract or agreement will be added to the total permit fees charged. No vendors or sub-contractors will be admitted without permit approval. In addition, all outside vendors may be required to provide a Certificate of Liability Insurance, naming the State of California as an additional insured. Limits of liability coverage are listed on the Special Event Permit Application. All Vendors must comply with applicable regulations as required by other local, county, or state entities (such as business licenses, ABC license/permits, etc.).

ACCESS

Vehicle/Equipment Loading – All event related equipment and décor must be hand carried to event location. Vehicles may not enter event site and are strictly prohibited on trails and beach ramps.

Historic District Loading Zone – Vehicles loading/unloading passengers and equipment at the 15 min. traffic circle, must immediately park at Los Trancos and return to begin set up. Historic District parking is not available for any purpose.

MAJOR SPECIAL EVENT GUIDELINES

Major Special Events are those events / activities impacting a significant portion of the park and the experience of park visitors. Park policy permits no more than two major special events, for more than 300 participants, during a calendar year which may only be held during the off-season (after Labor Day and prior to Memorial Day weekend). Proposals are considered on a case-by-case basis and may require a competitive selection process if multiple parties are interested in the same period.

The Selection Process - Major special events are approved by the Orange Coast District Superintendent and must meet all requirements defined in the special event application form and Crystal Cove State Park Special Event Program Guidelines. Major special events are selected based upon consideration of the “best interest of the State”. Factors considered by the District Superintendent include potential impacts on the following: Park resources, public safety, park accessibility, areas surrounding park property, vehicle and pedestrian traffic safety, noise levels, time of day/year, location, size and scope of event, activities involved, liability to the State, park accessibility, and revenue generated by such event.

In the event that multiple special event applications / proposals are received for the same time period, all will be considered in a competitive process by the District Superintendent, following the selection criteria described above. If no special event applications / proposals are received by the due date for a specified period, proposals will be considered on a first-come, first-served basis.

Submittal Deadlines - Due to the long-range planning requirements of major special events, applications / proposals are considered and awarded for the following year major special event period. For example, the deadline for a 2011 pre-summer special event is January 1st of 2010, and the deadline for a 2011 post-summer special event is September 1st of 2010.

Pre-Summer Major Special Event - One major special event may be permitted from January 1st to the Friday before Memorial Day each year. Special event application / proposals for the pre-summer period may be submitted to the park office no earlier than January 1st of the previous year. In the event that multiple proposals are received, selection evaluation will be made by January 15th. Otherwise, proposals will be considered on a case-by-case and first-come first-served basis.

Post-Summer Major Special Event - One major special event may be permitted from the Tuesday following Labor Day to December 31st each year. Special event application / proposals for the post-summer period may be submitted to the park office no earlier than September 1st of the previous year. In the event that multiple proposals are received, selection evaluation will be made by September 15th. Otherwise, proposals will be considered on a case-by-case and first-come first-served basis.

Application for Use of Designated Special Event Sites & Facilities

NOTE TO APPLICANT: This reservation application is pending and will be considered in accordance with the policies outlined in the following regulations pages as established by the California Dept. of Parks and Rec. and the Crystal Cove State Park Superintendent. Full payment of fees and deposits must be made at the time of reservation and must be made at least 14 working days in advance of desired date. **SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL.**

Date of Application: _____

Name of Representative/Organization: _____ Phone: _____

E-mail: _____ Mobile Phone: _____

Address: _____ City: _____ Zip Code: _____

Name of Alternative Representative: _____ Phone: _____

Reservation Date Requested: _____ Day of Week _____

Description of Event: _____

Park area of interest: check one

- ☐ Cultural Center Cottage #34- Historic District ☐ Beach Promenade- Historic District ☐ Education Commons- Historic District
- ☐ Pelican Point Picnic & Amphitheatre #4 ☐ Pelican Point Overlook # _____ ☐ Reef Point Overlook# _____
- ☐ Sandy Beach – (not available peak season) - Specific location: _____

Set-Up Time: _____ AM. /P.M Breakdown Time: _____ A.M./P.M. Total Number of Hours: _____

Estimated Attendance: _____ Guests Arrive _____ Guests Depart _____

Please list any planned activities: _____

Please Note: ALCOHOLIC BEVERAGES ARE NOT PERMITTED at Crystal Cove State Park unless authorized by a separate event permit.

A Certificate of Insurance may be required at the discretion of California State Parks for All groups of 20 or more and/or if your event poses a risk beyond normal park operations.

- Regulations of the State Park System shall be observed by the permittee, employees, agents, and contractors. State Parks may terminate any special event as necessary for safety or for the violation of any rule or regulation of the State Park System.
- All paid fees are forfeited on all cancellations initiated by the user. A one time date change may be requested, based on calendar availability, for a \$50 fee.
- Reservations are not confirmed until all documents (including insurance and outside vendor contracts), are submitted and final fees are paid in full.
- My signature verifies that I have read **Rules & Regulations for Facility Reservations**, this document and accept the terms and conditions described above. I acknowledge that deposit and application fees are **NON REFUNDABLE** and that failure to adhere to these terms and conditions may result in the termination of my group's visit to Crystal Cove State Park.

Signature of Person Requesting Reservation: _____ **Date:** _____



California State Parks - Crystal Cove State Park

Special Consideration Information & Provisions

Activities that may adversely impact park resources or facilities, or that may potentially interfere with the enjoyment of the park by other visitors are prohibited. **Listed below are examples of activities that require Special Event Permit approval by the California State Parks.** Please check all applicable items. If you are planning a special activity that is not listed, describe it in detail under "Other" using an additional sheet of paper if necessary. Please list all organized games under "Other."

Note: Depending on size and scope details of the event proposal, a monitor may be required at \$79 per hour- 4 hour minimum.

Alcohol ☐ No ☐ Yes- Provided by ; _____ (Additional fees, forms and restrictions apply)

Amplified Sound (restrictions apply in Historic District) ☐ No ☐ Yes- if yes, check all that apply;

☐ Announcements ☐ Pre-recorded Music ☐ DJ- (one source volume control)

Vendors (copies of final contracts are required for permit approval)

- ☐ Equipment Rental
- ☐ Caterer
- ☐ Event Coordinator
- ☐ Photographer ☐ Videographer
- ☐ Acoustic Music (Restrictions apply-Live amplified bands are prohibited)
- ☐ Florist ☐ Baker
- ☐ Other Entertainment _____
- ☐ Transportation ☐ Shuttle ☐ Town Car
- ☐ Games (no lg. inflatable's, eggs or balloons) _____

Equipment

- ☐ Chairs _____ # ☐ Tables _____ # ☐ Propane BBQ
- ☐ Canopies # _____ ☐ Other -list below

☐ **Décor Plan**- All décor must be low impact, temporary in nature and must be completely removed at the conclusion of the event.

Signs, flower petals, rice, confetti, balloons - staples, tapes, ground staking, nails, etc., are strictly prohibited.

☐ **Site Diagram**- Must provide a detailed, legible site plan showing specific locations of all equipment, vendors, generators, temporary facilities, refuse containers, pathways, and other event components not covered.

Optional Prepaid Parking ☐ No ☐ Yes – number of vehicles @ \$15 per _____ Total \$ _____

Other _____



California State Parks - Crystal Cove State Park

Alcohol Waiver Request

An Alcohol Waiver permit is required for all special events involving alcohol at Crystal Cove State Park- forms and fees apply. (See Crystal Cove State Park Special Event Program Guidelines). The waiver may be granted at the discretion of California State Parks to applicants who have been permitted for Special Event reservation sites including beach areas, bluff overlooks, and selected picnic areas. *A copy of the approved waiver must be on site and available on the day of your event.*

An Alcohol Waiver fee is required as follows:

\$100 for groups of 10 persons or less.

\$250 for groups of 11-50 persons.

\$500 for groups of 51-100 persons.

\$1,000 for groups of more than 101 persons.

• Caterers/Outside Services:

To serve alcohol you must submit an *active* Alcoholic Beverage Control license (**ABC #58**) and an **insurance certificate** with Host Liquor Liability. Additionally, the applicant will be required to submit **a copy of an authorized ABC-218 Permit for the full term of the event no later than 2 weeks prior to the event.**

The following conditions apply to ALL Alcohol Waiver Permits:

1. Initial _____ The sale of alcohol is not permitted.
2. Initial _____ Only persons over the age of twenty-one (21) may possess or consume alcohol.
3. Initial _____ The possession and/or consumption of alcohol is prohibited outside of the designated reservation site area as described on the special event permit.
4. Initial _____ The special event boundary area must be clearly marked, by the applicant, and appropriate **"No Alcohol Beyond This Point" signage** in place as defined by the special event permit.
5. Initial _____ In order to protect natural resources, and to maintain an appropriate public park appearance, ALL alcohol must be contained in plastic or paper cups. **No glass containers, bottles, or cups will be permitted.**
6. Initial _____ Should any person involved in the special event be detained, cited, or arrested by State Park law enforcement personnel for violation of any of these conditions or other unlawful behavior, the applicant shall be liable for the cost of staff time at a rate of time and one half under the authority of the California Code of Regulations, Title 14, section 4301(j) and California Government Code section 53156.
7. Initial _____ **Applicant acknowledges that a State Park monitor(s) will be assigned to the event and advanced payment in full is required for staff costs of \$79 per hour with a four hour minimum charge. Monitor(s) will be assigned from set-up through break-down of the event plus one hour for pre and post event preparation.**
8. Initial _____ Alcohol may not be served before 6AM and no later than 9PM.
9. Initial _____ Applicant is responsible for compliance with California Alcohol Beverage Control regulations.

My signature confirms that I have read and agree to the above described Crystal Cove State Park - Alcohol Waiver Permit terms and conditions. **I understand that failure to adhere to these conditions may lead to the immediate termination of my event and appropriate law enforcement action.**

Signature _____ **Title** _____ **Date** _____
Printed Name: _____ Cell Phone # _____ Date of Event: _____
Time alcohol will be served: _____ to _____ Provided By: _____ Location _____

State Park Use		
Fees- \$ _____	Receipt # _____	
Approved by: _____		
Signature	Title	Date



California State Parks - Crystal Cove State Park

Rules & Regulations for Facility Reservations

GENERAL POLICY

Facility use agreements are issued in accordance with the policies established by the Department of Parks and Recreation- Crystal Cove State Park. All reservation forms must be completed and signed and all fees and deposits paid before reservation requests can be considered for approval. **SUBMISSION OF RESERVATION REQUEST DOES NOT CONSTITUTE APPROVAL**. Permit requests submitted less than 14 days from the requested event date will not be considered. Additional terms and conditions may apply.

GENERAL INFORMATION

Permits may be revoked if there is a conflict with Department use. The Department will attempt to give timely notice of such a conflict. Permits may be revoked and/or denied in the future if there is any abuse to park property, facilities, or equipment. Park staff is entitled to enter any facility at any time. State Parks may terminate any special event as necessary for safety or for the violation of any rule or regulation of the State Park System. If it is necessary for the applicant to cancel a reservation, notify the Event Coordinator a minimum of 48 business hours prior to the reservation date.

All paid fees will be forfeited on all cancellations initiated by the user.

PROHIBITED IN OR ON PARK FACILITIES ARE:

1. Consumption of alcoholic beverages .(CCR 4326 #925-10-009)
2. Electric-amplifying equipment or other sound-amplifying equipment.
3. Live music-bands.
4. Use of staples, tacks, nails, tape, ground staking, etc.
5. Signs, flower petals, confetti, balloons, etc.
6. Inflatable games, piñatas, eggs.
7. Dogs off leashes (CCR 4312).
8. Fireworks.
9. Tables shall not be moved from original locations.

PROHIBITED UNLESS APPROVED BY PERMIT:

1. Initial _____ Consumption of alcoholic beverages (CCR 4326 #925-10-009)
2. Initial _____ Catering or other outside vendors.
3. Initial _____ Other equipment, i.e. seating, tables, lighting, etc.
4. Initial _____ Parking and driving of cars on park grounds other than parking lots.

AS A CONDITION OF THIS RESERVATION, ALL INDIVIDUALS AND GROUPS AGREE TO:

- Initial _____ Be responsible for care and protection of equipment and property, leaving them in a clean, undamaged condition. The applicant agrees to reimburse the Department for any equipment or supplies damaged or lost.
- Initial _____ Be responsible for the behavior of all group members.
- Initial _____ Acknowledge that parking is on a first come, first served basis and that parking and re-entry is not guaranteed. All vehicles are subject to a day use fee of \$15 upon entering the park, in addition to permit fees.
- Initial _____ Use the facilities at their own risk and not hold the State of California, its officers, employees, and servants responsible in the event of loss, damage or injury.
- Initial _____ Observe all Department rules and regulations in addition to those listed on this permit. Failure to adhere may result in a citation and/or immediate termination of event.
- Initial _____ Vacate the facility at the close of the reservation period or upon park closure at sunset.

PLEASE COMPLETE AND RETURN TO:

Crystal Cove State Park
Special Event Coordinator
8471 North Coast Highway, Laguna Beach, CA 92651
Phone (949) 494-3539



California State Parks - Crystal Cove State Park

Insurance Requirements

To obtain a Special Event/Park Use Permit

A Certificate of Insurance may be required at the discretion of California State Parks for All groups of 20 or more and/or if your event poses a risk beyond normal park operations.

Please refer to the insurance requirements listed below. We suggest that you provide your insurance broker/agent with a copy of these requirements and request that they provide Certificates of Insurance (ACCORD 25) complete with copies of all required endorsements. **Issuance of your permit cannot proceed without these documents.**

The State of California must be named as 'Additional Insured' on a policy of liability insurance that will cover the period of the permit in an amount not less than the following:

1. Certificate of Insurance for Commercial General Liability Insurance with coverage as indicated:

\$1,000,000 per occurrence / **\$2,000,000** aggregate limits for bodily injury and property damage.

2. Additional Insured Endorsement;

- ☐ **Endorsement** must include reference to the Policy Number and the Insured as they appear on the Certificate.
- ☐ **Additional Covered Party:** *State of California, its officers, employees, and servants are included as additional insured but only insofar as operations under this contract or permit are concerned.*
- ☐ **Primary Insurance:** The endorsement must state that coverage afforded by this endorsement shall apply as Primary. Other insurance maintained by the State shall be excess only and not contributing with the insurance provided under this policy.

3. Cancellation Language

The insurer will not cancel or reduce the insured's coverage during the period that this permit is in effect or without 30 days prior written notice, whichever is shorter, to State. This cancellation provision shall not be construed in derogation of the duty of the permittee to furnish insurance during the **entire term** of the permit.

4. Please reference activity/event date and title/type of event on insurance certificate if applicable.

CERTIFICATE HOLDER MAY BE LISTED ON CERTIFICATE AS:

State Of California
Dept. of Parks and Recreation
Crystal Cove State Park
8471 North Coast Highway, Laguna Beach, Ca. 92651